

(Use your agency letterhead)

To: *Wellness Participants*
From: *Agency Director*
Subject: Worksite Wellness Program
Date:

I would like to take a moment to encourage you to participate in our new Wellness Program.

This program is designed to help you be more aware of your health and wellness. People who are active on a regular basis experience many health benefits including reduced stress and weight loss.

Whether you are just starting out or have been active for years, our program will offer something for you.

I am going to take this opportunity to be more active, I hope you will too.



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To: *Wellness Participants*
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What if you could feel good, look better, and save money, all while reducing your risk of cancer, heart disease, and diabetes? You can by joining our new Worksite Wellness Program.

I urge you to stop by and see _____, Wellness Coordinator for our agency to sign up and get started today.



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To: *Wellness Participants*
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Good for you! By joining our new Worksite Wellness Program, you have taken the first steps toward a healthier lifestyle.

Remember that physical activity is only one part of a healthy lifestyle. Eating a healthy diet is also important, a diet that includes at least five servings of vegetables and fruits, and whole grain foods that are low in fat. With these smart steps, you will look forward to a healthier future.

Keep up the good work! With good work comes great reward!



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To: *Wellness Participants*
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The Worksite Wellness Program has been offered now for over one month and counting. So how's it going?

Do you see your co-workers joining in on this wonderful program? Are you spreading the word? Are you taking this home with you? There are many ways in which you can enhance your program.

Try to keep in mind that you are not going to change your lifestyle overnight. If you walk a half a mile three times a week now, you can walk a mile three times a week next month. Tired of walking, try biking or even swimming! You will find that if you make small changes, the big changes will follow.

Let make Department of _____ employees the healthiest in the State!



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To: *Wellness Participants*
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Congratulations! You have completed your first *700 points* of the Worksite Wellness Program.

With this accomplishment, you have earned *four (4) hours of administrative leave*. And you have also been entered into a drawing for *another four (4) hours of administrative leave*.

You should be very proud of yourself; this is a wonderful success! Again congratulations and keep up the good work!

To use your leave, please contact _____, our wellness coordinator.

